

EDITED KSA LISTING

CLASS: STAFF MANAGEMENT AUDITOR

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	General knowledge and application of elementary statistics to perform statistical sampling methods.
K2.	General knowledge of organization and management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
K3.	General knowledge and applications of electronic data processing (i.e., Word, Excel, etc.) to develop work papers and write audit reports and memos.
K4.	General knowledge of policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and other control agencies to evaluate California Department of Corrections (CDC) financial and program management activities.
K5.	General knowledge of principles and techniques of personnel management and supervision to effectively plan, organize and direct the work of others.
K6.	General knowledge of validating electronic databases to ensure accuracy and integrity of data.
K7.	General knowledge of auditing standards used to conduct financial, compliance and operational audits to ensure audits are conducted using the appropriate standards.
K8.	General knowledge of program and line item budgeting to determine compliance with expenditure plans.
K9.	General knowledge of specific policies and procedures related to Business Services (i.e. Personnel, Plant Operations, Health and Safety, etc.) to ensure compliance with departmental policies.

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	Skill to:
S1.	Conduct financial, compliance and operational audits of California Department of Corrections (CDC) programs and its contractors, governmental jurisdictions (i.e., city and county jails), and other entities to determine accountability and compliance with laws, rules and regulations.
S2.	Assist in gathering accounting and financial data to be used in conducting investigations.
S3.	Effectively apply interpersonal skills to secure and maintain the respect and cooperation of others.
S4.	Effectively apply written and oral communication techniques to exchange information and/or provide assistance to staff and others.
S5.	Analyze the reliability and integrity of data to determine compliance with policies and procedures, ensure the accuracy of audit findings and make audit recommendations.
S6.	Provide direction to audit staff performing complex audits to ensure that management receives reliable and relevant information to make decisions related to CDC program operations.
S7.	Supervise the work of a small group of auditors engaged in management audits to ensure that audits are conducted in accordance with appropriate standards.

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	Special Personal Characteristics:
SPC1	Willingness to travel and work away from the headquarters office to conduct audits of institutions, CDC contractors and governmental entities.